



State of North Carolina *Department of the Secretary of State*

ELAINE F. MARSHALL
SECRETARY OF STATE

CHARITABLE SOLICITATION LICENSING

IMPORTANT NOTICE **November 1, 2012**

The North Carolina Department of the Secretary of State Charitable Solicitation Licensing Division is currently in the process of implementing new licensure requirements verifying an applicant's current legal existence. All charitable organizations, fundraising consultants, and solicitors will be required to provide proof of current legal existence in good standing in order to be eligible for licensure in North Carolina. Here are brief instructions on how to comply with the proof of current legal existence. These instructions remain the same whether or not a charitable organization is tax exempt according to the Internal Revenue Service.

For entities incorporated in North Carolina or who have a Certificate of Authority to operate in NC as a foreign corporation:

No further proof of legal existence or good-standing is required if you are incorporated in NC or have a Certificate of Authority in NC. Current legal existence for entities incorporated or who have obtained a Certificate of Authority in North Carolina will be verified by CSL License Examiners via the Department's Corporations Division records.

For entities NOT incorporated in NC that do not have a Certificate of Authority in NC:

Current legal existence for entities incorporated outside North Carolina and that do not have a Certificate of Authority in NC must verify their legal existence annually by providing one of the following documents:

1. Official or certified copy of the Certificate of Existence or Certificate of Good Standing from their state of incorporation dated no more than six (6) months prior to the date the license application was signed; **OR**
2. Actual webpage screenshot found on a publicly accessible regulatory authority website dated no more than thirty (30) days prior to the date the license application was signed that includes the following elements:
 - Exact name of the entity as it appears on the license application; and
 - Language clearly verifying its status in good standing in the state of incorporation (i.e. "current" or "active"); and
 - Date the information was printed on the face of the document.

CSL reserves the right to require entities to provide a Certificate of Existence or Certificate of Good Standing if an entity's status cannot be verified through the information submitted. Please note that a foreign entity may avoid this annual proof requirement by obtaining a Certificate of Authority in North Carolina.

For unincorporated entities:

Current legal existence for unincorporated entities must be verified by the entity filing a stamped or certified copy of the Certificate of Assumed Name or Certificate of Doing Business As obtained from the Register of Deeds for all names under which the entity wishes to engage in charitable solicitation activities in North Carolina.

This verification process is in effect for all renewal applications for licenses with an expiration date of November 15, 2012 or later. Initial applicants will also be required to provide this verification beginning November 1, 2012. CSL is currently in the process of updating the charitable solicitation license application to reflect these modifications to the licensing process.

For additional information, please contact CSL at 888-830-4989 (NC residents/entities only) or 919-807-2214 or via email at csl@sosnc.com.